

FORT A.P. HILL FACILITY REQUEST FORM INSTRUCTIONS

1. This is the required format for all Training and Range requests. All requested information **MUST** be completed or listed as "NA" if not applicable.
2. Requests must be received **NLT 60 days prior** to requested training dates. Requests received after this suspense may be returned without action. (Only exceptions to this are units on orders to mobilize or deploy.) **Battalion or higher-level headquarters will submit all requests.** Exceptions are Separate Company level units without an organic S-3 element.
3. On-Line scheduling is NOT currently available. This form may be downloaded and completed. Copy can be faxed/e-mailed to the scheduler: DSN 578-8406/COMM 804-633-8406.
4. FAPH REG 350-1 is supplemented by FAPH REG 350-2, which covers all Live Fire Range information.
5. Fort A.P. Hill range certification required (briefing/test) for OIC/RSO on ranges. Command Certification by Battalion Commander must be in Range Control's hand at time of briefing. Range Control can be reached at 804-633-8224.

RSO/OIC classes (2 hours) are given at Range Control:
Mondays at 0900
Fridays at 1500
Saturdays at 0700

6. Use of antennas must be approved prior to erection.
7. Funding: Unit must coordinate MIPR or other funding actions per paragraph 9-3, FAPH REG 350-1, and per any applicable ISSA, Permit, or Installation Commander's License in effect.

***Note:** For clarity insure requests list name/number/type. (i.e. Demo Site 71C, Rg 34, or Firing Point 39, etc.)

(2) Special Targetry/Assistance/Remarks:

Describe details and location:

(3) Demolitions training:

Nature of Demo Training (purpose, such as steel cutting, etc.)	Maximum Poundage Requested Per Shot (See FAPH 350-2 for Shot Plan requirements and shot limitations)	Remarks: (identify any non-standard requests)

(4) Miscellaneous:

Nonstandard Range Requests: Brief Description (Indirect Fire Fans and Surface Danger Zones required by Range Control prior to training. See AR 385-63 for SDZ guidance)	
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b. Training area/facility (Non-LFX) requirements. (See Overlay/Risk Assessment Requirements, FAPH 350-1)

Training Area # or Facility	Bivouac Coordinates	Type of Training	Date/Time to Occupy	Date/Time to Clear	Number of Personnel	Pyrotechnic Use Planned?

c. Aviation requirements: (See FAPH REG 95-2)

Subject	Unit Data
Date/Time of Use	
LZ's Requested / Give PZ grids	
Type and Number of Aircraft	
Flight Training Areas Requested (LIST HERE)	
Airfield/Heliport Requested	
Airfield Tower Requested	
Unit Providing Aviation Support (Include Operations POC/Phone Number)	
Will Refueling be Required? Where? If After Normal Duty Hours, please give details.	

d. Airborne Operations. (SOP and Keys for DZ must be picked up from Training Support Div., Bldg. #PO1252 prior to use. (See paragraph 4-20, FAPH REG 350-1))

Subject	Unit Data
Type and Number of Aircraft	
Altitude of Jump	
Number of Jumpers/Equipment Drop	
Static Line or HALO	
Name of DZSO/Phone Number	
Frequencies to be Used	
Date/Time of Jump. (Risk Assessment must be provided to Range & Training prior to jump. List TOTs.)	
NOTAM Submitted/Complete (Explain)	
Fixed Wing Touch-N-Go's or Landings	

e. Training aids/devices (TSC) and audiovisual equipment (MILES, etc) (See para. 3-8 and 4-23, FAPH REG 350-1)

Equipment Required	Pickup Date	Return Date	Quantity

6. Request the following Logistical Support:

a. Campsite Requirements. (See paragraph 5-15 and Appendix D, FAPH REG 350-1).

(1) Number of officers to be billeted	
(2) Number of EM (males) to be billeted	
(3) Number of EW (females) to be billeted	
(4) BOQ Rooms Required (total number)	
(5) Admin Room required	
(6) Arms Room required	
(7) Classroom required	
(8) Maintenance area required	
(9) Campsite Requested (First Choice)	
(10) Campsite Requested (Second Choice)	

b. Troop Feeding Requirements: (All must be coordinated & approved by Campsite Manager. Only military cooks/KPs or FAPH Food Service (NAF Vendor) are authorized to use a DFAC.)

	Yes or No?	Date(s) Required	Details (feeding strength)
DFAC Requested for Organic Cooks			
Ft AP Hill Food Service Required			Location:
MKT Field Mess			Location:
Drawing from FAPH TISA			
Bringing Own Food (subject to FAPH inspection)			
Need Reefer (at Wilcox)			Cold or Frozen or Both

c. Property Book Office (PBO):

Item	Quantity	Location(s) to be Used (provide 6-digit grid)	Date(s) Required
Request Contracted Latrines			
Grey Water Tanks			

Is PBO turn-in or issue required after normal duty hours (M-F 0730 to 1530) or weekend?

d. Ammunition Supply Point (ASP): (Unit must request ammunition and explosives (A&E) electronically through TAMIS-R IAW AR 5-13. DA Forms 581 must be submitted to the DPTMS training ammunition manager no less than 30 days of the date the material is required IAW FAPH Reg 350-1.)

	Yes or No	Draw Date	Turn-in Date	Details
Drawing from FAPH				
Transporting Ammo to FAPH				Ammo Lot #'s must be checked by ASP.
Do you intend to set up a Field AHA?				
Is A&E turn-in or issue required after normal duty hours (M-F 0730 to 1530) or weekend?				

All training ammunition and/or explosives will be controlled and stored at the installation Ammunition Holding Area (AHA), IAW AR 190-11. There is a guard requirement. Keys to the facility are located at the DES-PMO, Bldg #P0156, PH# DSN: 578-8888 or Commercial: 804-633-8888.

The only exception: Temporary storage at a field AHA coordinated first through the DPTMS. Training units are encouraged to use the installation AHA. Upon initial approval by DPTMS, the DES-Physical Security, DOL, and Safety will ensure the site location, physical arrangement/manning, A&E storage / control, and safety is established IAW applicable regulations. Upon coordination with DES, DOL, and the Safety Office, DPTMS will authorize establishment of a field AHA on a case-by-case basis.

e. Petroleum, Oil, & Lubricants (POL): (See paragraph 3-13 and 5-6, FAPH REG 350-1).

	MOGAS	DIESEL	JP8
Number of Gallons:			
Will alternate fuel point location be required (Wilcox, Rodes, Archer, Cooke, Pender, Heth)?			
Please give details?			
Will refueling be required after normal duty hours or weekend?			

f. Transportation Motor Pool (TMP): (Limited assets are on an "as available" basis. Current Defensive Driving Course (DDC) card and Drivers License required.)

Type Vehicle Required	Number Required	Dates	Remarks
Water Buffalo:			Location:
Will vehicle issue/turn in be required after normal duty hours or weekend?			

g. Communications Support (DOIM): (See Chapter 7, FAPH REG 350-1).

Subject	Data
Radio Frequencies: List number, type, and range of frequencies requested.	
Telephone Requirements: List # of lines, class, and location.	
Network/E mail Requirements: List # of lines/location.	
FAX Support Requested (number and location):	
Copiers (number and location):	
Will Communication Support be required after normal duty hours or weekend?	

h. Law Enforcement/Security Requirements:

Subject	Data
Convoy Information: number/types of vehicles	
Aircraft Type:	
Classified Material/Equipment: Type/Location on FAPH	

Special Requirements: Convoy escort/Security Requirements	
Necessity of Ammunition Storage in FAPH Ammunition Supply Point/ Ammunition Holding Pins (Type/ Quantity)	